

ADMINISTRATIVE - INTERNAL USE ONLY

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File Travel 6

1 JUN 1976

MEMORANDUM FOR: Mr. [REDACTED]
FROM : John F. Blake
Deputy Director for Administration
VIA : Director of Finance
SUBJECT : Designation as Chairman Travel Policy Committee
REFERENCE : HR [REDACTED]

STATINTL

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1. This is to request that you serve as Chairman of the Travel Policy Committee beginning 1 June 1976.

2. In the light of the basic responsibilities of the Director of Finance for interpreting and applying travel regulations I will appreciate your keeping him currently informed on the activities of the Committee. I suggest also that you consult with him on such substantive concerns as may arise from time to time on which his guidance might be helpful about matters before the Committee. I will expect him to keep me informed on matters that should be brought to my attention.

/s/ John F. Blake

John F. Blake

STATINTL

ORIGINATED [REDACTED]
Director of Finance

5/24/76
Date

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